

7 January 1954

MEMORANDUM FOR: Chairman, NSCID-16, Advisory Committee on
Foreign Language Publications

FROM: Chairman, Reference Subcommittee

SUBJECT: First Annual Progress Report

I. Reference Subcommittee Responsibilities.

It is the responsibility of the Subcommittee to develop plans for reference use and bibliographical control of foreign language publications under the terms of NSCID-16, from the research as well as the library points of view. Members of the Subcommittee are the librarians of the IAC agencies or their representatives, together with observers from research components.

II. Projects Completed.

a. Inventories of Lexical Materials

Inventories of lexical materials for Chinese, Polish, Ukrainian, Bulgarian and Byelorussian have been issued to Subcommittee members for checking within their organizations. Manuscripts for the Hungarian, Czech, Rumanian, Russian and Japanese inventories are being prepared for issuance. The remaining language inventories will be done on an "as-needed" basis.

b. IAC Serial Publications

A program was adopted to produce annotated lists of each IAC agency's serial publications. These lists were limited initially to departmental intelligence publications and to some serial field publications. Since this program was adopted, the following lists of publications have been issued:

1. Army, Intelligence Division. An annotated list of G-2 serial publications. July 1953. SECRET.

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2. Office of Naval Intelligence. Index of Current ONI Publications and Studies. ONI-51-1. SECRET.
 3. USAF Directorate of Intelligence. Annotated List of Intelligence Serial Publications Produced within the Directorate of Intelligence, Headquarters, USAF. 1 September 1953. SECRET.
 4. Central Intelligence Agency. Current Serial Publications of the Central Intelligence Agency. CIA/CD #7. May 1953. SECRET.
 5. State, IR - A list of recurring OIR reports. SECRET.
- c. Joint AFOIN-CIA Indexing Program.

On 15 October 1953 the CIA Library began indexing for the Air Force the document ozalid masters with the subject and area codes appearing on the ozalid master. It is intended that this program eliminate the establishment of separate indexing systems by various components of the Air Force.

d. Other Subcommittee Activities.

At one of the regular meetings, the Chairmen of the Exploitation and Procurement Subcommittees presented progress reports on the activities of their respective Subcommittees.

III. Projects Pending.

a. Foreign Periodical Indexing Requirements.

Investigations are being conducted by Subcommittee members regarding requirements of their organizations for an index to selected foreign language periodical or serial publications not currently indexed. Indexing requirements by geographic areas, subjects, form of indexing and selected periodical or serial titles are to be considered.

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b. Intelligence Collections and Files.

In support of the CIA Library activities in gathering information relating to unique collections, files, indexes, etc. of the intelligence community for inclusion in a guide to national intelligence resources, Subcommittee members have been requested to report the existence of such materials.

c. Interlibrary Loan of Publications and Related Problems.

A working group including a representative from each agency was established to consider problems of interlibrary loan policies, procedures, forms and microfilming and to prepare a code for use within the intelligence community.

IV. Future Program.

a. Review of Bibliographic Services in each Agency.

It is proposed to conduct a critical analysis of the bibliographic services available in each agency, particularly from the point of view of foreign language publication usage. These bibliographic services will include cataloging and indexing activities, compilation of bibliographies and other aids to research, issuance of announcements of new acquisitions, and general reference services.

b. Research Requirements for Reference Service.

A review of requirements of the research components of each agency for reference services.

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Chairman, Reference Subcommittee

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